**REPORT ON MOUNT ZION, 2023/IMC, 2024 PROGRAMS.**

**(REGISTRATION DEPARTMENT)**

**A) INTRODUCTION:**

The Registration Department/Unit was charged majorly with ensuring that all participants of both the December retreat, 2023 (Mount Zion) program and the Internal Ministers’ Conference (IMC), 2024 were properly registered online. To this end, brethren were appointed to act as registration officers for their respective dioceses. The appointment was supposedly done (with the consent of the respective diocesan pastors) through/by the respective diocesan representatives in the Local Organizing Committee (LOC) of the above two (2) programs.

The Registration Department was coordinated by Brother Joachim Ezeadila (phone numbers: 07060821386; 08162304591) assisted by Sister Peace Lincoln (phone number: 08068853694).

**B) REQUISITION:**

Date Description/items Amount Amount

Requested(N) Approved/Released(N)

03/12/2024 29 A4 size poster ‘flexes’, each with 2 eyelets 7, 250

03/12/2024 Printing/Photocopy of 40 attendance sheets 2, 000

Total 9, 250 10, 000\_\_\_\_\_\_\_\_\_\_\_

**C) EXPENDITURE/RETIREMENT:**

Total requisition made ----------------------------- = ₦ 9, 250

Total amount released ----------------------------- = ₦ 10, 000

Total amount expended ---------------------------- = ₦ 12, 600

**Deficit ------------------------------------------------ = ₦ 2, 600**

**D) DOCUMENTATION:**

The amount budgeted for the twenty nine (29) A4 size poster ‘flexes’ (each with 2 eyelets) was ₦ 7, 250. However, by the time (about a week before the December retreat proper), the “flexes” were produced, the cost for the eyelets (according to the sister who produced the “flexes”) had more than doubled. This attracted an additional ₦ 3,350 (three thousand three hundred and fifty naira), putting the total cost of producing the twenty nine (29) A4 size poster ‘flexes’ at ₦ 10, 600 (ten thousand six hundred naira).

**E) CONCLUSION:**

**Challenges**

The registration Department encountered the following challenges;

i) The diocesan representatives who were charged with the responsibility of appointing registration officers (for both the Mount Zion program and the Internal Ministers’ Conference) for their respective dioceses did not do that early enough despite several reminders. It was not certain who were the registration officers of some dioceses even less than a week before the program commenced. While we were already in LOGISS for the Ministers’ conference, some brethren showed up to say they were sent by their pastors to work as registration officers. Due to the fact that there were not enough registration officers for some dioceses, we were constrained to co-opt and add them to the platform to work with us without any time to verify.

The above portrays the fact that there was very little or no synergy/ liaison between some of the diocesan representatives in the LOC and their respective pastors (diocesan, district or parish). It is very possible that the above scenario would have also been replicated in some other Departments/Units. The inference here is that some of the people appointed as diocesan representatives into the LOC didn’t know and/or did not bother to find out brethren who could be appointed to work in specific Departments, especially during the IMC.

ii) Some of the Conference workers (for both the December retreat and IMC) could not be readily identified because some came when the program was already in session. Others were not even registered as workers, and also came without any letter from their respective diocesan pastors. Still, others came with no particular Department/Unit to work in because, according to them they were instructed from their respective dioceses to just come and work as conference workers. This made the issuing of badges by registration officers to such workers difficult.

iii) The badges, especially for the conference workers arrived late and as a result those workers who had earlier arrived and were allowed in, didn’t bother again about the badges. Such workers could not be readily identified in the camp.

iv) One major challenge for the IMC was the sudden directive for all participants from the South East and South South to come to LOGISS. Due to the fact that this directive came very close to the commencement of the conference proper, some participants came without being properly registered in their respective dioceses. Also, details of participants who were *ab initio* registered in their various dioceses/regions/clusters were migrated to join those who were to attend the conference physically in LOGISS. This may be one of the reasons why a good number of participants who had earlier registered in their respective dioceses had no badges with their names printed on them. Such participants were given handwritten badges, thus increasing the work of the registration officers. Ironically, there were cases of participants whose badges were printed twice.

On the other hand, there was a good number of badges left uncollected either because the owners could not come to LOGISS as a result of the sudden change or they had earlier been allowed into the camp (before the badges arrived) and didn’t bother to come for their badges when there were available.

v) There was no deadline vis-a-vis the arrival day. For example, the arrival day for the IMC, 2024 was Wednesday (03/01/2024) but the registration officers had to be at the registration stand (outside the gate) everyday (from that official arrival day) right through to the night of Saturday (06/01/2024). This was because participants kept arriving indiscriminately. Staying at the registration stand (outside the gate) in the night, had its own challenges especially with regards to the harsh weather (Harmattan) that came up sometimes.

**Recommendations**

i) The appointment of diocesan representatives should be well guided and as occasion demands, such should be contacted or some enquiries made before being added as members of the LOC. Also, the functions of the diocesan representatives should be well spelt out such that each person knows exactly what is expected of him/her before, during and after each of the programs. This will help to, among other things, ensure the early appointments and subsequent submission of the details of the registration officers to the appropriate quarters.

ii) If the present LOC will still be saddled with the task of organizing the next December retreat/IMC, then meetings of her members (to plan, strategize, etc) should commence as early as six (6) months ahead or even much earlier. Sensitization of the brethren at the parish/district/diocesan levels, with respect to the said programs should also commence early enough with the help of the diocesan representatives liaising with their respective diocesan pastors and district/parish pastors. This will also facilitate early commencement of the registration of participants and there will be enough space for collation of data, thus reducing rushing at the eleventh hour.

iii) Efforts should be made to ensure that participants’ badges are made available at least two (2) days before the arrival day in LOGISS. This will help registration officers put some things in place and even attend to those who will arrive LOGISS before the arrival day.

iv) A deadline for online registration should be set immediately the registration commences. This deadline should be strictly adhered to (unless otherwise) if point iii) above will be achieved. Also, the arrival day should not just be left opened. A deadline should be set for the arrival day, especially for the IMC. However, exceptional cases should be given due consideration.

Implementation of the above recommendations as much as it is possible, will go a long way in ensuring a better planning of the next December retreat/IMC, God willing.

Bro Joachim Ezeadila.

(Coordinator, Registration Department).